



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FOOD SERVICE ADMINISTRATOR	37	A	3.100

CLASS CONCEPTS

Under general supervision, the Food Service Administrator is assigned to plan, organize and coordinate administration of the comprehensive statewide food services program for all facilities within the Department of Corrections.

Plan, develop and establish the master food plan for all food service operations; draft and publish the master menu; calculate and establish ingredient quantities and cost estimates for production of the menu based on ingredient costs, inmate population and recipes.

Participate in developing the department's food budget; project supply and equipment needs; track and record expenditures in accordance with department policies and State regulations; make expenditure decisions within budgetary limitations.

Analyze monthly financial statements and budget summary reports and provide year-to-date reports to administration and institutional fiscal staff; review each institution's food purchase orders based on actual budget and/or the appropriateness of the orders; and maintain necessary central records on approved menus, food estimates and population forecasts.

Provide financial control system by conducting monthly analysis of each institution's financial statements and end of month inventories; determine actual food cost through analysis of purchase records against combined financial statements; and ensure adequate food inventory levels through review of warehouse storage levels.

Review and take appropriate action in accordance with departmental policies and procedures to major menu changes requested by Food Service Managers or Institutional Cooks.

Consult with the State Public Works Board, architects and contractors on behalf of the department in the preplanning and construction of new food service facilities that include original drawings, layout and cost estimate of food service areas and equipment needed.

Review all requisitions for equipment purchases submitted by individual institutions prior to final approval; write specifications and orders for new equipment; maintain current equipment inventory; evaluate future needs for facilities including equipment and staffing; and make budget recommendations.

Conduct evaluation of the quality of food services in correctional facilities statewide and ensure that established standards are met.

Develop operating procedures and instructions for the food service program; investigate complaints pertaining to food service program and take corrective action in accordance with established policies and procedures.

Provide technical consultation and guidance to food service staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of progressively responsible experience in a large food service operation which included planning, organizing and supervising work that involved monitoring food service budget, determining and purchasing equipment and supplies needed, monitoring quality and service standards, administering food service policies and procedures, one year of which must have been in a managerial capacity; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and methods of volume food preparation and production, including handling, storage and sanitation; food values and nutrition; large food service purchasing methods and practices; and large food service management principles and practices. **Ability to:** prepare menus with estimated costs, food values and nutritional breakdown to meet menu requirements for volume feeding; forecast cost of operation including food, equipment and supplies and prepare budget estimates; write specifications for purchasing food, materials, equipment and supplies; evaluate and analyze financial reports of food service units and their effectiveness; and communicate effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: departmental purchasing policies and procedures. **General knowledge of:** agency budgetary process. **Ability to:** develop and establish standards and procedures for all institutions in food preparation, sanitation and safety to meet the needs of the institution; design kitchen layout for remodeling and/or construction, specifying space requirements and equipment needs; and develop programs needed to meet the unique needs of the department's multi-unit operation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

3.100

ESTABLISHED:	6/1/77
REVISED:	7/1/89P
	5/20/88PC
REVISED:	7/1/99P
	10/2/98PC
REVISED:	7/1/01LG